



Accountant I (Specialist)

Class Code: 4177 Exam Code:0PB31

Departments: Air Resources Board
Alcoholic Beverage Control
California Arts Council
California Coastal Commission
California Community Colleges Chancellor's Office
California Conservation Corps
California Department of Aging
California Department of Forestry and Fire Protection
California Department of Human Resources
California Department of Public Health
California Exposition & State Fair
California Emergency Management Agency
California Energy Commission
California Gambling Control Commission
California Governor's Office of Emergency Services
California Health Benefit Exchange
California Highway Patrol
California Housing Finance Agency
California Lottery
California Prison Industry Authority
California Student Aid Commission
Department of Alcohol and Drug Programs
Department of Business Oversight
Department of Community Services and Development
Department of Conservation
Department of Consumer Affairs
Department of Corrections and Rehabilitation
Department of Developmental Services
Department of Education
Department of Fish and Wildlife
Department of Food and Agriculture
Department of Health Care Services
Department of Industrial Relations
Department of Parks and Recreation
Department of Pesticide Regulation
Department of Rehabilitation
Department of Resources, Recycling & Recovery
Department of State Hospitals
Department of Toxic Substance Control
Department of Veterans Affairs
Employment Development Department

Government Operations Agency
Housing and Community Development
Office of Environmental Health Hazard Assessment
Office of Legislative Counsel
Office of State Controller
Office of Statewide Health Planning and Development
Public Employees Retirement System
Public Utilities Commission
Sacramento-San Joaquin Delta Conservancy
State Coastal Conservancy
State Compensation Insurance Fund
State Lands Commission
State Personnel Board
State Teacher's Retirement System
State Treasurer's Office

Opening Date: 3/29/11
Final Filing Date: Continuous
Type of Examination: Multi-departmental Open
Salary: \$3,000.00-\$3,757.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the California Department of Human Resources for use by the departments listed above. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Experience: One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service.
and

Education: Completion of at least 12 semester hours of a professional accounting curriculum.

POSITION DESCRIPTION

Under direct supervision, to perform the more difficult semi- professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

Click [Accountant I preview examination](#) to preview the examination questions.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles and practices of financial record keeping to conduct audits and perform accounting functions.
2. Computer software programs (e.g., Outlook, Excel, Power Point, Word) to facilitate accounting operations.
3. Internal control procedures to protect and safeguard organizational assets and resources.
4. Debits and credits of accounts to ensure correct payments and receipts are recorded.
5. Principles and processes for providing customer services (e.g., evaluation of customer

needs and satisfaction, service assessment, meeting quality standards for services).

Ability to:

1. Apply accounting principles and procedures to work assignments.
2. Analyze data and draw logical conclusions to accurately process, provide, and implement accounting information.
3. Audit accounting information and verify its accuracy.
4. Use accounting database and spreadsheet software to input, organize, track, and retrieve data.
5. Conduct basic research using databases, files, reference manuals, and other sources to perform accounting functions.
6. Identify appropriate resources for answering inquiries.
7. Analyze situations accurately and adopt an effective course of action.
8. Solve accounting problems related to work assignments.
9. Perform basic mathematical computations using addition, subtraction, multiplication, division, and averages to solve problems.
10. Use organizational filing systems to track accounting information.
11. Write clear and concise documents to communicate with internal/external stakeholders using correct grammar and spelling.
12. Use tact and diplomacy to establish and maintain cooperative relationships when dealing with the needs, problems, and/or concerns of employees, the public, and/or outside organizations.
13. Work on multiple tasks concurrently to ensure timely completion of projects and other work activities.
14. Prioritize assigned work to complete assignments on a timely basis.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

CAREER CREDITS

Career credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTIC

SPECIAL PERSONAL CHARACTERISTIC

Ability to qualify for a fidelity bond.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. Select [Accountant I class specification](#) to view the official classification specification of this title.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 2/10/2016

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

TAKING THE EXAM

By clicking the link below, you will be directed to the Training and Experience Evaluation. Upon completion, the Evaluation will be instantly scored.

Click [Accountant I Training & Experience Evaluation](#) to access this online examination.